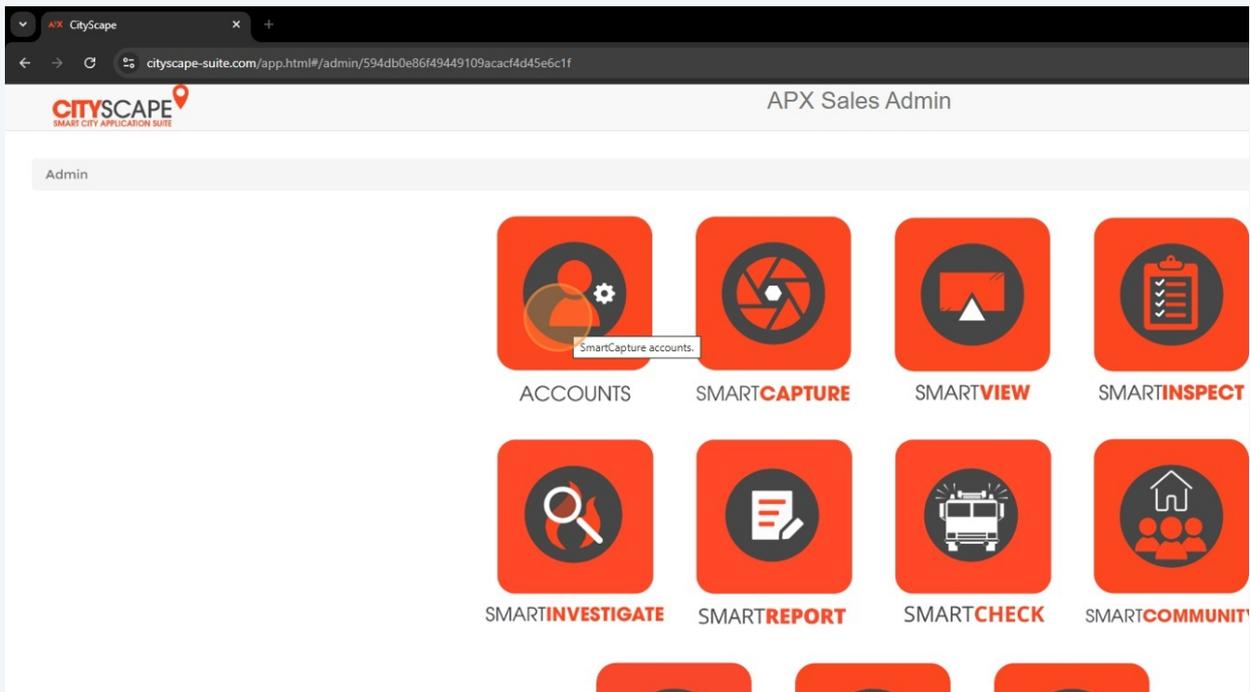


Updating a User Account Password

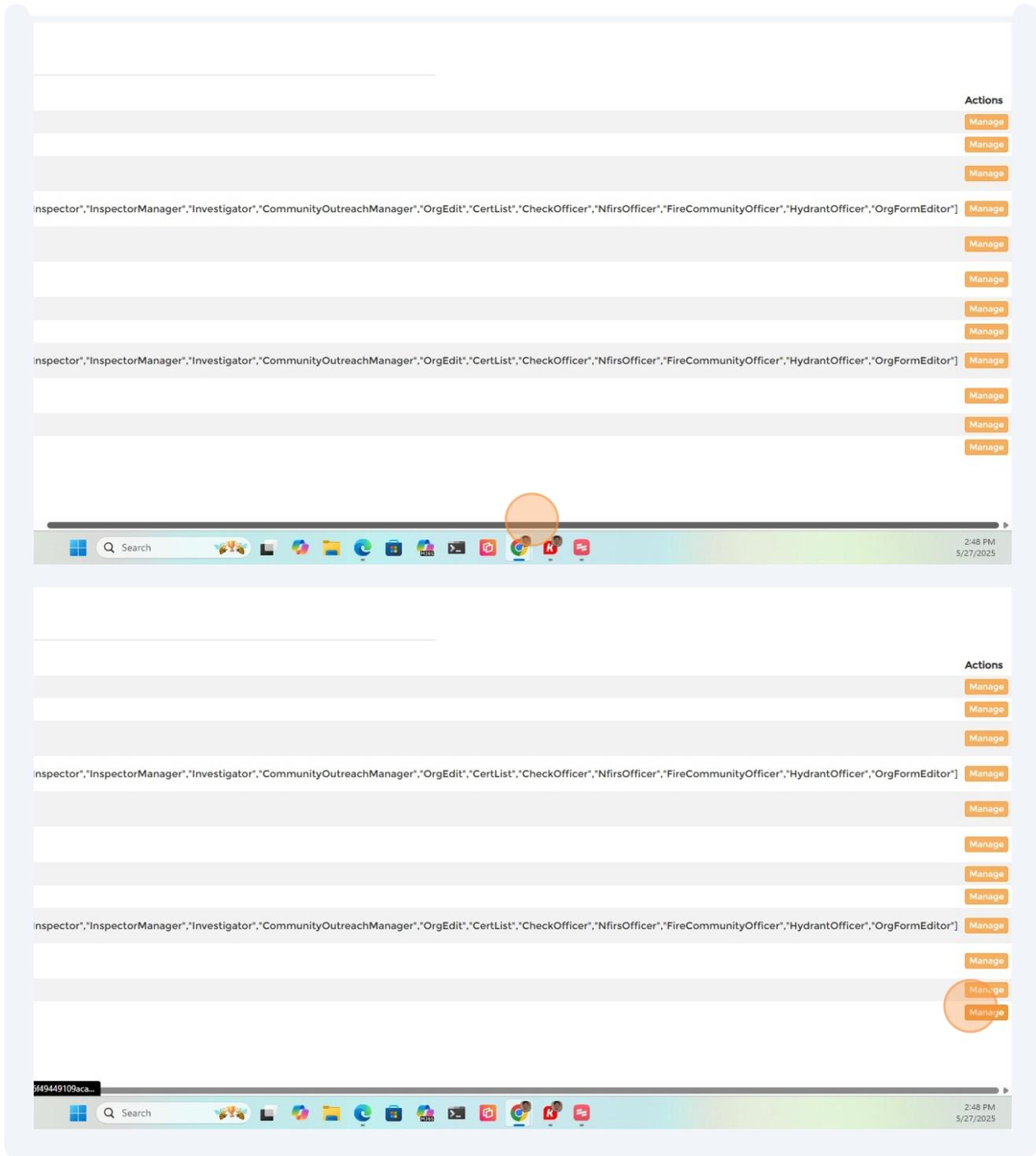


This guide details updating a user account password, ensuring that accounts remains secure and easy to access.

1 Select the **Accounts** tab.



2 For the user account requiring a password change, select **Manage**.



3

Under Account Password, enter the new password. Select **Save** to save the new password.



Admin / Accounts&Invitations / AccountDetail

Account Name

User 1

Account Password

Employee Id

Account Role

SmartCapture: Organization Admin Organization Form Editor User

SmartInspect: Clerk Inspector InspectorManager

SmartInvestigate: Investigator

SmartReport: NFIRS Officer

SmartCheck: Check Officer

SmartCommunity: Community Officer

SmartHydrant: Hydrant Officer

Account Password

password123!

Employee Id

Account Role

SmartCapture: Organization Admin Organization Form Editor User

SmartInspect: Clerk Inspector InspectorManager

SmartInvestigate: Investigator

SmartReport: NFIRS Officer

SmartCheck: Check Officer

SmartCommunity: Community Officer

SmartHydrant: Hydrant Officer

Cancel

Save

Delete